

No. :
Encl. :

To
The Governor of Bank Indonesia
Jl. M.H. Thamrin No.2
JAKARTA 10110

Attn. Directorate of Islamic Banking

Subject: Application for Approval in Principle for Establishment of Bank

Assalamu'alaikum Wr.Wb.

We herewith submit an application for approval in principle for establishment of a Bank under the proposed name of, domiciled in

To meet the requirements for this application, we herewith submit the following:

1. Draft deed of incorporation, including Articles of Association stating the following:
 - a. name and domicile;
 - b. scope of business as a Bank;
 - c. capital;
 - d. ownership;
 - e. powers, responsibilities, and term of office of the Board of Directors and Board of Commissioners;
 - f. placement and duties of the Sharia Supervisory Board;
2. Ownership data as follows:
 - a. list of nominee shareholders and details of each individual shareholding, for a Bank legally incorporated as a Limited Liability Company/Regional Government Enterprise;
 - b. list of nominee members including details of principal savings, mandatory savings, and list of endowments, for a Bank legally incorporated as a Cooperative.
3. List of candidates for the Board of Directors, Board of Commissioners, and Sharia Supervisory Board*) with required documents attached;
4. proposed composition and organizational structure, including personnel;
5. business plan for the first year, containing the following:

Appendix 1 Circular Letter of Bank Indonesia Number 7 /5/DPbS dated February 8, 2005

- a. feasibility study of market opportunities and economic potential, including supporting data;
 - b. operational plan for mobilization and channeling of funds, and steps to be taken to carry out this plan; and
 - c. balance sheet, income statement, and monthly cash flow projection for 12 (twelve) months from the date that the Bank commences operation.
6. medium and long-term strategic corporate plan;
 7. risk management guidelines, plan for internal control system, plan for the information technology system to be used, and levels of authority;
 8. working systems and procedures;
 9. Photocopy of deposit slip in the amount of Rp (.....) in favor of the Board of Governors of Bank Indonesia, q.q., comprising % (..... percent) of the minimum required paid up capital, stating that the funds may only be withdrawn upon written approval from the Board of Governors of Bank Indonesia;
 10. personal statements by the proposed shareholders/members*) concerning source of paid up capital.

Thanking you in advance for consideration of our application.

Wassalamu'alaikum Wr. Wb.

Names and signatures of proposed owners

cc: Bank Indonesia Regional Office (for a Bank to be opened outside the working area of the Bank Indonesia head office)

*) Delete whichever is not applicable.

Appendix 2

.....,

No. :
Encl. :

To
The Governor of Bank Indonesia
Jl. M.H. Thamrin No.2
JAKARTA 10110

Attn. Directorate of Islamic Banking

Subject: Application for Bank Operating License

Assalamu'alaikum Wr. Wb.

In reference to approval in principle Number dated, issued by the Governor of Bank Indonesia, we the undersigned:

Name of Bank :
Address :

herewith submit an application for Bank operating license. To complete the requirements for this application, we enclose the following documents:

1. Deed of incorporation of legal entity, including Articles of Association legally approved by the competent authority;
2. Ownership data as follows**):
 - a. list of nominee shareholders and details of each individual shareholding, for a Bank legally incorporated as a Limited Liability Company/Regional Government Enterprise;
 - b. list of nominee members including details of principal savings, mandatory savings, and list of endowments, for a Bank legally incorporated as a Cooperative.
3. List of members of the Board of Directors and Board of Commissioners, with required documents attached**);
4. Proposed composition and organizational structure, including personnel**);
5. Business plan for the first year, containing the following**):
 - a. feasibility study of market opportunities and economic potential, including supporting data;
 - b. operational plan for mobilization and channeling of funds, and steps to be taken to carry out this plan; and
 - c. balance sheet, income statement, and monthly cash flow projection for 12 (twelve) months from the date that the Bank commences operation.
6. Medium and long-term corporate plan **);

Appendix 2 Circular Letter of Bank Indonesia Number 7 /5/DPbS dated February 8, 2005

7. Risk management guidelines, plan for internal control system, plan for the information technology system to be used, and levels of authority**);
8. Working systems and procedures **);
9. Photocopy of deposit slip in the amount of Rp (.....) in favor of the Board of Governors of Bank Indonesia, q.q., (one of the proposed owners of the Bank), comprising % (..... percent) of the required paid up capital, stating that funds may only be withdrawn upon written approval from the Board of Governors of Bank Indonesia.
10. Proof of operational readiness, including the following:
 - a. list of fixed assets and inventory;
 - b. proof of ownership, control, or leasing agreements for office premises;
 - c. photograph of office building and layout of office space;
 - d. specimen forms/notes/slips to be used in the operations of the Bank;
 - e. bookkeeping system to be used in the Bank operations;
 - f. Taxpayer Identification Number (NPWP) and Corporate Registration (TDP).
11. Personal statements from the shareholders/members*) concerning source of funds for paid up capital.
12. Personal statements from the members of the Board of Directors that they neither jointly nor severally own more than 25% (twenty-five percent) of shares in the paid-up capital of another company.

Thanking you in advance for consideration of our application.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Bank Indonesia Regional Office (for a Bank planning to open its head office outside the working area of the Bank Indonesia Head Office)

*) Delete whichever is not applicable.

**) In event of any change.

Appendix 3 Circular Letter of Bank Indonesia Number 7 /5/DPbS dated February 8, 2005

Appendix 3

No. :

Encl. :

To

The Governor of Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Application for Approval for Encashment of *Mudharabah* Deposit

Assalamu'alaikum Wr. Wb.

In reference to Decree of the Board of Governors of Bank Indonesia Number dated concerning Issuance of Operating License for Bank, we hereby inform you that we opened for business on (date)

Now that Bank has commenced operation, we herewith submit an application for approval for encashment of the *Mudharabah* Deposit from the paid up capital of Bank held at Bank Syariah at the address of

Details of the *Mudharabah* Deposit are as follows:

No.	Deposit Series No./ Account No.	In Favor of Deputy Governor, QQ	Amount
1.			
2.			
...			
...		Total	

These funds will be used for the business operations of Bank

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank Indonesia head office)

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

Appendix 4

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Commencement of Banking Business

Assalamu'alaikum Wr. Wb.

In reference to Decree of the Governor of Bank Indonesia Number
dated concerning Issuance of Operating License for Bank
....., we hereby inform you that we opened for business on (date)
.....

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank Indonesia head office)

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

.....,.....

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Change in Composition of Bank Ownership

Assalamu'alaikum Wr. Wb.

We hereby inform you that pursuant to a resolution adopted in a general meeting of shareholders/meeting of members **) on (date) the composition of Bank ownership was changed as a result of additional paid up capital/without change in paid up capital**) as follows:

A. Former composition of bank ownership:

No. :	Name of Owner	Par Value (Rp thousands)	Number of Shares
1.			
2.			

B. New composition of bank ownership:

No. :	Name of Owner	Par Value (Rp thousands)	Number of Shares
1.			
2.			

Attached herewith are the required documents.

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank Indonesia head office).

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

**) Delete whichever is not applicable.

.....,

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Change in Authorized Capital

Assalamu'alaikum Wr. Wb.

We hereby inform you of a resolution adopted in a general meeting of shareholders/meeting of members**) convened on (date), amending the authorized capital of the Bank.

Attached herewith are the minutes of the general meeting of shareholders/meeting of members**) and a photocopy of the deed of amendment of articles of association approved by general meeting of shareholders/meeting of members**), issued by the competent authority, which we received on (date)

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank Indonesia head office).

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

**) Delete whichever is not applicable.

.....,

No. :

Encl. :

To

The Governor of Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking

Subject: Application of Approval of Candidates for Board of Directors, Board of Commissioners, and/or Sharia Supervisory Board of Bank.

Assalamu'alaikum Wr. Wb.

We hereby propose candidates for the Board of Directors, Board of Commissioners, and/or Sharia Supervisory Board as follows:

A. Board of Directors:

No.	Name of Director
1.	
2.	

B. Board of Commissioners:

No.	Name of Commissioner
1.	
2.	

C. Sharia Supervisory Board

No.	Name of Sharia Supervisory Board Member
1.	
2.	

Attached herewith are the required documents.

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Bank Indonesia Regional Office (for a Bank having its head office outside the working area of the Bank Indonesia head office)

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or

Bank Indonesia Regional Office*)

Subject: Appointment of Bank Board of Directors, Board of Commissioners, and
Sharia Supervisory Board

Assalamu'alaikum Wr. Wb.

We hereby inform you that pursuant to a resolution adopted in a general meeting of shareholders/meeting of members**) on (date), members were appointed to the Board of Commissioners, the Bank Board of Directors, and the Sharia Supervisory Board as follows:

A. Board of Directors:

No.	Name of Director
1.	
2.	

B. Board of Commissioners:

No.	Name of Commissioner
1.	
2.	

C. Sharia Supervisory Board

No.	Name of Sharia Supervisory Board Member
1.	
2.	

Attached herewith are the required documents.

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank Indonesia head office).

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

**) Delete whichever is not applicable.

.....,

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Findings of Bank Sharia Supervisory Board

Assalamu'alaikum Wr. Wb.

We herewith report the findings of the Sharia Supervisory Board for the period of through This report includes the following:

- a. progress report concerning compliance of Bank products and services with the fatwas (religious edicts) issued by the National Sharia Council;
- b. sharia legal opinion in regard to the operational and product guidelines issued by the Bank;
- c. general sharia legal opinion of the conduct of Bank operations in the published report of the Bank.

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

SHARIA SUPERVISORY BOARD

cc: National Sharia Council

Bank Board of Commissioners

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Appointment of Bank Executive Officer and/or Branch Office Manager

Assalamu 'alaikum Wr. Wb.

Please be informed of the following appointments of Executive Officers and/or Branch Office managers as explained below:

Name	Position	Effective from
.....
.....
.....

Enclosed herewith are the letters of appointment and empowerment as Executive Officers and/or Branch Office managers issued by the Board of Directors of the Bank, and the required documents.

Kindly be informed.

Wassalamu 'alaikum Wr. Wb.

BOARD OF DIRECTORS

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

**) Delete whichever is not applicable.

.....,

No. :

Encl. :

To

The Governor of Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Application for License for Establishment of Branch Office

Assalamu'alaikum Wr. Wb.

We herewith submit an application for license to establish a Branch Office at the address of in accordance with the annual workplan of our Bank.

The following documents are enclosed for your consideration:

1. Balance Sheet and detailed report of Earning Assets Quality for the last 2 (two) months.
2. Plan for operational readiness, including the following:
 - a. list of fixed assets and inventory;
 - b. proof of ownership, control, or leasing agreements/MoU for leasing of office premises;
 - c. photograph of office building and layout of office space;
 - d. specimen forms/notes/slips to be used in operations.
3. Feasibility study, presenting :
 - a. economic potential;
 - b. market opportunities;
 - c. level of fair competition;
 - d. saturation level.
4. Cash flow projection for 12 (twelve) months.
5. Business plan for the Branch Office for 12 (twelve) months.

Thanking you in advance for consideration of our application.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for Bank office located in the working area of the Bank Indonesia Head Office)

Bank Indonesia Regional Office for the area in which the Sharia Branch Office is to be established/opened.

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

.....,

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Opening of Bank Branch Office

Assalamu'alaikum Wr. Wb.

Pursuant to license for establishment of Branch Office number dated
....., issued by the Governor of Bank Indonesia, we hereby inform you that our Branch
office in was inaugurated and commenced operation on (date)
.....

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for Bank office located in the working area of the Bank Indonesia Head Office)

Bank Indonesia Regional Office for the area in which the Sharia Branch Office is established/opened.

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Planned Opening of Sub-Branch Offices/Units

Assalamu'alaikum Wr. Wb.

We herewith submit the following plan for opening of Sub-Branch Offices/Units/Sharia Banking Units/Cash Units**), as stated in our Annual Business Plan:

No	Unit	Location	Date
1.	Sub-Branch Offices	a. b.	
2.	Sharia Banking Units	a. b.	
3.	Cash Units	a. b.	

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office in the working area of the Bank Indonesia Head Office)

Bank Indonesia Regional Office (for a Bank having its head office outside the working area of the Bank Indonesia head office)

*) Bank Indonesia Regional Office in the area in which the Bank offices are to be established.

**) Delete whichever is not applicable.

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No. 2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Opening of Sub-Branch Offices/Units

Assalamu'alaikum Wr. Wb.

In reference to letter of confirmation from Bank Indonesia Number dated concerning, and in accordance with our annual workplan, we hereby inform you that we have opened Sub-Branch Offices/Sharia Banking Units/Cash Units **) as follows:

Unit	Location	Date
Sub-Branch Offices	a. b.	
Sharia Banking Units	a. b.	
Cash Units	a. b.	

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office in the working area of the Bank Indonesia Head Office).

Bank Indonesia Regional Office (for a Bank having its head office outside the working area of the Bank Indonesia head office)

*) Bank Indonesia Regional Office in the area in which the Bank offices are opened.

**) Delete whichever is not applicable.

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No. 2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Plan for Opening of Outdoor Cash Units

Assalamu 'alaikum Wr. Wb.

We hereby inform you of our plan for opening the following units, as stated in our Annual Workplan:

No	Unit **)	Location	Date
1.	Payment Points	a. b.	
2.	Mobile/Floating Cash Units	a. b.	
3.	Automated Teller Machines (ATMs)	a. b.	

Kindly be informed.

Wassalamu 'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank Indonesia head office)

Bank Indonesia Regional Office (for a Bank having its head office outside the working area of the Bank Indonesia head office)

*) Bank Indonesia Regional Office in the area in which the Outdoor Cash Units are to be opened.

**) Delete whichever is not applicable.

.....,

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No. 2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Opening of Outdoor Cash Units

Assalamu'alaikum Wr. Wb.

In reference to our letter number dated concerning, and in accordance with our annual workplan, please be informed that we have opened the following Outdoor Cash Units:

No	Unit **)	Location	Date
1.	Payment Points	a. b.	
2.	Mobile/Floating Cash Units	a. b.	
3.	Automated Teller Machines (ATMs)	a. b.	

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office in the working area of the Bank Indonesia Head Office)

Bank Indonesia Regional Office (for a Bank having its head office outside the working area of the Bank Indonesia head office)

*) Bank Indonesia Regional Office in the area in which the Bank offices are opened.

**) Delete whichever is not applicable.

.....,

No. :

Encl. :

To

The Governor of Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Application for License for Establishment of Offshore Branch
Office/Other Operational Office**)

Assalamu'alaikum Wr. Wb.

We herewith submit an application for a license for establishment of a Branch Office/Other Operational Office**) in (city) in (country) in accordance with the annual workplan of our Bank.

The following documents are enclosed for your consideration:

1. Consolidated financial statement and detailed report of earning assets quality for the last 2 (two) months in the prescribed format for the Published Financial Statement.
2. Plan for operational readiness, including the following:
 - a. list of fixed assets and inventory;
 - b. proof of ownership, control, or leasing agreements/MoU for leasing of office premises;
 - c. photograph of office building and layout of office space;
 - d. specimen forms/notes/slips to be used in the operations of the Branch Office.
3. Business plan for the Branch Office/other Operational Office**) for the last 12 (twelve) months.
4. Feasibility study presenting analysis of market opportunities and economic potential.

Thanking you in advance for consideration of our application.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank Indonesia head office).

*) Bank Indonesia Regional Office in the area in which the Bank office is to be opened.

**) Delete whichever is not applicable.

.....,

No. :

Encl. :

To

The Governor of Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Application for License for Establishment of Offshore Representative
Office/Non-Operational Office**)

Assalamu'alaikum Wr. Wb.

We herewith submit an application for a license for establishment of Representative
Office/Non-Operational Office**) in (city) in (country) in
accordance with the annual workplan of our Bank.

The following information is included for your consideration:

1. Reasons for establishment of the Representative Office/Non-Operational Office**).
2. Consolidated Financial Statement for the latest 2 (two) months.

Thanking you in advance for consideration of our application.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank
Indonesia head office)

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

**) Delete whichever is not applicable.

.....,

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Opening of Overseas Office

Assalamu'alaikum Wr. Wb.

Pursuant to the license for establishment of Branch Office/Other Operational Office/Representative Office/Non-Operational Office number dated, issued by the Governor of Bank Indonesia, we hereby inform you that our Branch Office/Other Operational Office***)/Representative Office/Non-Operational Office**) in (city) (country) officially opened for business on (date) Enclosed herewith is a copy/photocopy of approval issued by the competent national authority.

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank Indonesia head office).

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

**) Delete whichever is not applicable.

***) If other operational office, please specify type.

.....,

No. :

Encl. :

To:

The Governor of Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Application for Change of Address for Head Office or Branch Office**)

Assalamu'alaikum Wr. Wb.

We herewith submit our application for change of address for our Head Office/Branch Office**) from the existing address of..... to the new address of for reasons of

Please find enclosed the required data and documents, including the following:

1. Plan for operational readiness of the Bank office, including facilities.
2. Plan for settlement or transfer of Bank claims and liabilities.
3. Feasibility study concerning new location:
 - a. economic potential;
 - b. market opportunities;
 - c. level of fair competition among banks;
 - d. saturation level of number of banks.

Thanking you in advance for consideration of our application.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for office of a Bank having its head office in the working area of the Bank Indonesia Head Office).
Bank Indonesia Regional Office (for office of a Bank having its head office outside the working area of the Bank Indonesia head office).

*) For Bank office located outside the working area of the Bank Indonesia Head Office.

**) Delete whichever is not applicable.

Appendix 21

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Change of Address for Bank Head Office/Branch Office**)

Assalamu'alaikum Wr. Wb.

On (date), pursuant to approval for change of address of Head Office/Branch Office**) number dated, issued by the Governor of Bank Indonesia, we moved address as follows:

Office :

Former address : Tel Telex..... Fax.....

New address : Tel Telex..... Fax.....

Attached herewith is a photocopy of a newspaper clipping of the announcement of change of address.

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for office of a Bank having its head office in the working area of the Bank Indonesia head office)

Bank Indonesia Regional Office (for a Bank having its head office outside the working area of the Bank Indonesia head office)

*) For Bank office located outside the working area of the Bank Indonesia Head Office.

**) Delete whichever is not applicable.

.....,

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking
Bank Indonesia Regional Office*)

Subject : Plan for Change of Address of Domestic Sub-Branch Office/Unit or
Outdoor Cash Unit**)

Assalamu'alaikum Wr. Wb.

We hereby inform you of our plan for change of address for our Sub-Branch office/unit/Outdoor Cash Unit**), from the existing address of.....to the new address of for reasons of

Please find enclosed the required data and documents, including the following:

1. Plan for operational readiness of the Bank office.
2. Plan for settlement or transfer of Bank claims and liabilities.
3. Feasibility study concerning the new location, stating the saturation level of number of Banks.

Thanking you in advance for consideration of our application.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for office of a Bank having its head office in the working area of the Bank Indonesia Head Office).

Bank Indonesia Regional Office (for office of a Bank having its head office outside the working area of the Bank Indonesia head office).

*) Bank Indonesia Regional Office in the area in which the Bank office is to be opened.

**) Delete whichever is not applicable.

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking
Bank Indonesia Regional Office*)

Subject: Change of Address for Sub-Branch Office/Unit or Outdoor Cash Unit **)

Assalamu'alaikum Wr. Wb.

On (date), pursuant to letter of confirmation for change of address number dated, issued by the Bank Indonesia, our Sub-Branch office/unit/Outdoor Cash Unit**) moved address as follows:

Office :

Former address : Tel Telex..... Fax.....

New address : Tel Telex..... Fax.....

Please find attached a photocopy of a newspaper clipping of the announcement of change of address.

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for office of a Bank having its head office in the working area of the Bank Indonesia head office)

Bank Indonesia Regional Office (for office of a Bank having its head office outside the working area of the Bank Indonesia head office).

*) Bank Indonesia Regional Office in the area in which the Bank office is opened.

**) Delete whichever is not applicable.

.....,

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking
Bank Indonesia Regional Office*)

Subject: Plan for Change of Address of Overseas**) Branch Office/
Representative Office/Other Operational Office***)

Assalamu'alaikum Wr. Wb.

Please be informed that we will change address for our overseas**) Branch Office/
Representative Office/Other Operational Office***), from the existing address of
..... to the new address of for
reasons of

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank Indonesia head office)

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

**) Delete whichever is not applicable.

***) Please specify activity.

.....,

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking
Bank Indonesia Regional Office*)

Subject: Change of Address of Overseas**) Branch Office/Representative
Office/other Operational Office***)

Assalamu'alaikum Wr. Wb.

On (date), our Overseas**) Branch Office/Representative Office/Other Office***) moved from the former address of to the new address of in accordance with the attached approval issued by the competent national authorities.

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank Indonesia head office)

*) For a Bank having its head office outside the working area of the Bank Indonesia head office

**) Delete whichever is not applicable.

***) Please specify activity.

.....,

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking
Bank Indonesia Regional Office*)

Subject: Application for Change of Name of Bank

Assalamu'alaikum Wr. Wb.

Please be informed that on (date), our Bank, formerly named, changed its name to, with approval from the competent authority as stated in the attached documents.

In this regard, we request Bank Indonesia to amend the business license of our Bank from the former name of Bank to Bank

Thanking you in advance for consideration of our application.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Bank Indonesia Regional Office (for a Bank having its head office outside the working area of the Bank Indonesia head office).

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

.....,

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Change of Name of Bank

Assalamu'alaikum Wr. Wb.

Please be informed that pursuant to Decree of the Governor Bank Indonesia No. dated concerning change of Bank name, we have changed our Bank name from the former name of Bank to Bank

Attached herewith is a photocopy of a newspaper clipping of the announcement of change of name.

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank Indonesia head office).

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

No. :

Encl. :

To

The Governor of Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking

Subject: Application for Approval in Principle for Conversion of Legal
Incorporation of Bank

Assalamu'alaikum Wr. Wb.

We herewith submit an application for approval in principle for conversion of the legal incorporation of our Bank from to

As material for consideration, we enclose the following:

1. Reasons for conversion of legal incorporation.
2. Draft deed of incorporation of the new legal entity, including Articles of Association.
3. Plan for transfer of all rights and liabilities from the former legal entity to the new legal entity.
4. List of members of the Board of Commissioners and Board of Directors, including required documents in the event of any change.
5. Ownership data, including the required documents in the event of any change.

Thanking you in advance for consideration of our application.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Bank Indonesia Regional Office (for a Bank having its head office outside the working area of the Bank Indonesia head office)

.....,

No. :

Encl. :

To

The Governor of Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking

Subject: Application for Conversion of Bank Operating License from Former Legal
Entity to New Legal Entity

Assalamu'alaikum Wr. Wb.

In reference to Decree of the Governor of Bank Indonesia Number dated
....., we herewith submit an application for conversion of operating license from
(former legal incorporation) to (new legal incorporation).

To complete the requirements for this application, we enclose the following documents:

1. Deed of incorporation of a new legal entity including Articles of Association legally approved by the competent authority.
2. List of candidates for the Board of Directors, Board of Commissioners, and Sharia Supervisory Board with required documents attached.
3. Ownership data, including the required documents in the event of any change.
4. Draft minutes of transfer of all rights and liabilities from the former legal entity to the new legal entity.
5. Minutes of the general meeting of shareholders/meeting of members*) of the former legal entity approving the conversion of legal incorporation and dissolution of the former legal entity.

Thanking you in advance for consideration of our application.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Bank Indonesia Regional Office (for a Bank having its head office outside the working area of the Bank Indonesia head office).

.....,

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Conversion of Bank Operating License from former Legal Entity to New
Legal Entity.

Assalamu'alaikum Wr. Wb.

Please be informed that pursuant to Decree of the Governor of Bank Indonesia No.
..... dated..... concerning approval for
conversion of legal incorporation, we have completed the conversion of legal incorporation
from to

Attached herewith is a photocopy of a newspaper clipping announcing the conversion
of legal incorporation.

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank
Indonesia head office).

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

.....,

No. :

Encl. :

To

The Governor of Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking
Bank Indonesia Regional Office*)

Subject: Approval in Principle for Closure of Branch Office

Assalamu'alaikum Wr. Wb.

We herewith submit our application for approval in principle for closure of our Branch Office at the address of for reasons of

For your consideration, we submit the measures to be taken for settlement of all liabilities of the Branch Office to customers and other parties.

Thanking you in advance for consideration of our application.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank Indonesia head office)

Bank Indonesia Regional Office in the area in which the Branch Office is to be closed.

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

.....,

No. :

Encl. :

To

The Governor of Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking
Bank Indonesia Regional Office*)

Subject: Application for Closure of Branch Office

Assalamu'alaikum Wr. Wb.

In reference to approval in principle Number dated issued by the Governor of Bank Indonesia, we herewith submit our application for closure of our Branch Office at the address of To complete the requirements for this application, we enclose the following documents:

1. Proof of settlement of liabilities to customers and other parties.
2. Personal statement from the Board of Directors of the Bank that the measures for settlement of all liabilities of the Branch Office to customers and other parties have been completed and that any future claim shall constitute the liability of the Board of Directors for and on behalf of the Bank.

Thanking you in advance for consideration of our application.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank Indonesia head office)

Bank Indonesia Regional Office in the area in which the Branch Office is to be closed.

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Closure of Bank Branch Office

Assalamu'alaikum Wr. Wb.

Pursuant to approval of the Governor of Bank Indonesia Number
dated concerning office closure, pleased be informed that on (date),
we closed our Branch Office at the address of

Attached herewith is a photocopy of a newspaper clipping containing the
announcement of the Bank office closure.

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank
Indonesia head office)

Bank Indonesia Regional Office in the area in which the Branch Office is closed.

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Plan for Closure of Sub-Branch Offices/Units

Assalamu'alaikum Wr. Wb.

We hereby inform you of our plan for closure of our Sub-Branch offices/units as follows**):

No	Unit	Location	Date
1.	Sub-Branch Offices	a. b.	
2.	Sharia Banking Units	a. b.	
3.	Cash Units	a. b.	

These offices/units are to be closed for reasons of.....
Settlement of liabilities of the Sub-Branch Offices/Units to customers and other parties will be arranged by means of

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office in the working area of the Bank Indonesia head office)
Bank Indonesia Regional Office (for a Bank having its head office outside the working area of the Bank Indonesia head office)

*) Bank Indonesia Regional Office in the area in which the Bank offices are to be closed.

**) Delete whichever is not applicable.

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No. 2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Closure of Sub-Branch Offices/Units

Assalamu'alaikum Wr. Wb.

In reference to our letter number dated concerning
....., please be informed that we have closed**):

Unit	Location	Date
Sub-Branch Offices	a. b.	
Sharia Banking Units	a. b.	
Cash Units	a. b.	

Enclosed are the required documents.

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office in the working area of the Bank Indonesia Head Office).

Bank Indonesia Regional Office (for a Bank having its head office outside the working area of the Bank Indonesia head office).

*) Bank Indonesia Regional Office in the area in which the Bank offices are closed.

**) Delete whichever is not applicable.

.....,

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No. 22

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Local Bank Indonesia Regional Office*)

Subject: Plan to Terminate Operation of Outdoor Cash Units

Assalamu'alaikum Wr. Wb.

Please be informed of our plan to terminate the operation of Outdoor Cash Units and the reasons for this termination as follows:

No	Unit **)	Location	Date
1.	Payment Points	a. b.	
2.	Mobile/Floating Cash Units	a. b.	
3.	Automated Teller Machines (ATMs)	a. b.	
4.	Other Units**)	a. b.	

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank Indonesia head office)

Bank Indonesia Regional Office (for a Bank having its head office outside the working area of the Bank Indonesia head office)

*) Bank Indonesia Regional Office in the area in which the units are to be closed.

**) Delete whichever is not applicable.

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No. 2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Terminated Operation of Outdoor Cash Units

Assalamu'alaikum Wr. Wb.

In reference to our letter number dated concerning
....., please be informed of the terminated operation of Outdoor Cash Units as
follows:

No	Unit**)	Location	Date
1.	Payment Points	a. b.	
2.	Mobile/Floating Cash Units	a. b.	
3.	Automated Teller Machines (ATMs)	a. b.	

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office in the working area of the Bank Indonesia Head Office)

Bank Indonesia Regional Office (for a Bank having its head office outside the working area of the Bank Indonesia head office)

*) Bank Indonesia Regional Office in the area in which the units are closed.

**) Delete whichever is not applicable.

.....,

No. :

Encl. :

To

The Governor of Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Application for Closure of Offshore Branch Office/Other Operational
Office

Assalamu'alaikum Wr. Wb.

We herewith submit an application for closure of our offshore Branch Office/Other Operational Office in the city of, (country) for reasons of

The following information is included for your consideration:

1. Measures to be taken for settlement of all liabilities of the office to customers and other parties; and
2. Measures taken to obtain approval from the competent national authority.

Thanking you in advance for consideration of our application.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank Indonesia head office).

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

**) Delete whichever is not applicable.

.....,

No. :

Encl. :

To

The Governor of Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Application for Closure of Offshore Representative
Office/Non-Operational Office**)

Assalamu'alaikum Wr. Wb.

We herewith submit an application for closure of our overseas Representative Office/Non-Operational Office**) in the city of, (country) for reasons of

For your consideration, we are enclosing information on measures taken to obtain approval from the competent national authority.

Thanking you in advance for consideration of our application.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank Indonesia head office).

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

**) Delete whichever is not applicable.

.....,

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Closure of Overseas**) Branch Office/Other Operational Office***)

Assalamu'alaikum Wr. Wb.

Pursuant to approval for closure of Overseas**) Branch Office/Other Operational Office***) number dated, issued by the Governor of Bank Indonesia, please be informed that our Branch Office/Other Operational Office***) in (city) (country) was officially closed on (date)

Please find enclosed the following:

1. Proof of settlement of liabilities to customers and other parties.
2. Personal statement from the Board of Directors of the Bank that measures for settlement of all liabilities of the office to customers and other parties have been completed and that any future claim shall constitute the liability of the Board of Directors for and on behalf of the Bank;
3. Copy/photocopy of approval from the competent national authority.

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank Indonesia head office).

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

**) Delete whichever is not applicable.

***) If other operational office, please specify type.

.....,

No. :

Encl. :

To

Bank Indonesia

Jl. M.H. Thamrin No.2

JAKARTA 10110

Attn. Directorate of Islamic Banking or
Bank Indonesia Regional Office*)

Subject: Closure of Overseas**) Branch Office/Non-Operational Office

Assalamu'alaikum Wr. Wb.

Pursuant to approval for closure of Overseas**) Branch Office/Other Non-Operational Office***) number dated, issued by the Governor of Bank Indonesia, please be informed that the Representative Office/Other Non-Operational Office***) of our bank in (city) (country) was officially closed on (date)

Please find enclosed the following:

1. Personal statement from the Board of Directors of the Bank that measures for settlement of all liabilities of the office to customers and other parties have been completed and that any future claim shall constitute the liability of the Board of Directors for and on behalf of the Bank;
2. Copy/photocopy of approval from the competent national authority.

Kindly be informed.

Wassalamu'alaikum Wr. Wb.

BOARD OF DIRECTORS

cc: Directorate of Islamic Banking (for a Bank having its head office outside the working area of the Bank Indonesia head office).

*) For a Bank having its head office outside the working area of the Bank Indonesia head office.

**) Delete if not applicable.

***) If other operational office, please specify type.